



## MEETING MINUTES

### Central Wisconsin Community Action Council, Inc. Board Meeting Proceedings

**Meeting Date:** December 13, 2017

**Place:** CWCAC, Inc. Headquarters  
1000 Highway 13  
Wisconsin Dells, WI 53965

**Board Members:**

**Present:** Dave Repinski, Joy Casperson, Sandy Wormet, John Atkinson, Bob McClyman, Stacy Ewert, Muriel Harper, John Wenum, Dave Singer, Charlie Krupa, Renee Greenland, and John Earl

**Absent:** Scott Beard, Donna Maly, and David Moore

**Unexcused Absence:** None

**Staff Present:** Kari Labansky

**Guests Present:** None

### Opening

1. John Earl called the meeting to order. Roll call was taken with 12 members present. After the Pledge of Allegiance, John Earl asked all to remain standing to observe a moment of silence to honor those men and women serving in our armed forces around the world.

Motion was made by John Wenum to adopt the December 13, 2017 meeting agenda with the change of adding "#3-Ad Hoc Committee" under II-Discussion Items, letter D. Seconded by Stacy Ewert. Passed unanimously. MOTION CARRIED.

John welcomed staff member, Kari Labansky. John Wenum expressed sincere appreciation for everyone's attendance at the John Wenum Family Apartments Grand Opening and for the picture from the event.

Motion was made by Bob McClyman to adopt the December 13, 2017 meeting minutes. Seconded by Renee Greenland. Passed unanimously. MOTION CARRIED.

2. President's Comments

John hopes everyone has a wonderful holiday season. The John Wenum Family Apartments Grand Opening was a successful event with many in attendance including Representative Ed Brooks. The Holiday Train held on December 4<sup>th</sup> went well; a Certificate of Appreciation will be presented to one of the Holiday Train Committee members today. Work

has begun on the grant application for the Charlie Krupa School View Senior Village in Necedah.

3. Executive Director's Report

Fred expressed gratitude to John Earl and the board for their support. The John Wenum Family Apartments Grand Opening was a red letter day for our agency with many people in attendance including our guest of honor, John Wenum and his wife, Nan. The Holiday Train was very successful bringing in approximately \$14,000. The Holiday Train Committee heard the route of the Canadian Pacific may change next year; if that happens, we will still plan a winter fundraising event. Our All Staff Holiday Gathering will be held on Monday, December 18<sup>th</sup>. A holiday lunch was held recently for residents at Kenwood Apartments. Fred hopes everyone has a happy holiday season.

Motion was made by Muriel Harper to accept the Executive Director's Report of December 13, 2017. Seconded by Dave Repinski. Passed unanimously. MOTION CARRIED.

4. Budget & Finance Report

Kari Labansky gave a report on the 2018 Projected Budget. She included 12% for any health insurance increase and 3% for Individual Retirement Accounts; grants are assumed to renew as usual in the new year.

Motion was made by Stacy Ewert to accept the Budget & Finance Report of December 13, 2017 with thanks to Kari and her staff. Seconded by Renee Greenland. Passed unanimously. MOTION CARRIED.

5. Committee Reports

a. EPFA Committee

John Earl asked board members to review the EPF&A Committee report of November 10, 2017. John Earl called the meeting to order and roll call was taken with four members present. Motion passed by unanimous vote approving the agenda and minutes of the October 13, 2017 EPF&A Committee meeting. The part-time staff position at the Beaver Dam office has been eliminated. Kari and Lisa presented a few of the 2018 unit budgets. The complete 2018 Proposed Budget will be presented to the full board at their December meeting. Motion passed by unanimous vote approving the Finance Report with thanks to Kari and Lisa. Fred reported a meeting with Division of Housing staff regarding our housing projects at the WISCAP meeting in early November; a follow-up letter will be coming from the State. He provided details on the State

denial letter for the Charlie Krupa project. Motion passed by unanimous vote to table review of the Strategic Plan sending it back to management staff for revisions and back to the EPF&A Committee for review in January. Combined committees will meet at 10:00 am at the American Legion Hall in Mauston on Friday, December 8<sup>th</sup>. Registration for the Grand Opening of the John Wenum Family Apartments will begin at 11:30 am that day. The Commodity Surplus Food Program is up and running with a new part-time staff person hired to assist. Fred reported that we were asked to be the fiscal agent of a \$100,000 grant from Easter Seals for study and planning of transportation in Dodge County. Meeting adjourned - the next meeting will be held on December 8, 2017 at 10:00 am at the Mauston American Legion Hall.

Motion was made by Joy Casperson to accept the EPF&A Committee Report of November 10, 2017. Seconded by Charlie Krupa. Passed unanimously. MOTION CARRIED.

b. Combined EPF&A/PBP Committee

John Earl asked board members to review the Combined EPF&A/PBP Committee report of December 8, 2017. John Earl called the meeting to order and roll call was taken with nine members present. Motion passed by unanimous vote approving the agenda and minutes of the November 10, 2017 EPF&A Committee meeting and the September 15, 2017 PBP Committee meeting. John welcomed guests; Nan Wenum, Brenda Krupa, and Donna Maly's husband, Bob, daughter Jennifer, and granddaughter Madison. No Personnel Issues to report. Kari presented the 2018 budgets for Corporate/Unrestricted and CSBG Unit. Motion passed by unanimous vote to approve the 2018 Budget Proposal and submit to the full board for approval at their December meeting with thanks to Kari. Fred discussed the Grand Opening of the John Wenum Family Apartments today. The \$75,000 Federal Home Loan Bank grant has been awarded and will be used for completion of the garages. Ed Czerkas presented detailed information on buildings maintenance and repairs and reported on the Holiday Train event and Senior Food Program box distribution. Motion passed by unanimous vote approving the Buildings Maintenance & Repairs Report with thanks to Ed. Fred reported that we intend to submit another HOME application to the Division of Housing for the Charlie Krupa School View Senior Village by the end of January or early February; the Federal Home Loan Application will be submitted in June. Motion passed by unanimous vote to approve proceeding with the planning stages of the grant and begin working on the application. Committee members reviewed the Board Meeting Agenda and noted the potluck lunch. Committee members reviewed and discussed the Client Satisfaction Survey Results Report from December 1, 2016 to November 30, 2017 which will be submitted for full board approval at the December meeting. Meeting adjourned - the next meeting PBP and EPF&A Committee Meetings will be held on Friday, January 12, 2018.

Motion was made by John Atkinson to accept the Combined EPF&A/PBP Committee Report of December 8, 2017. Seconded by Joy Casperson. Passed unanimously. **MOTION CARRIED.**

a. **Ad Hoc Committee**

John Earl asked board members to review the Ad Hoc Committee report of November 10, 2017. Dave Singer called the meeting to order and motion passed by unanimous vote approving the agenda. The committee reviewed and discussed the Executive Director's Performance Evaluation & Compensation. The Ad Hoc Committee's recommendation to the full board regarding the Executive Director's Performance Review & Compensation will be prepared and sent out in the board packets for consideration at the December meeting. After discussion, committee members agreed they will hold an Ad Hoc Committee Meeting at 9:30 am on Wednesday, December 13<sup>th</sup> just prior to the Board Meeting for final review. Dave Singer declared the meeting adjourned.

The scheduled December 13<sup>th</sup> Ad Hoc Committee Meeting was cancelled.

Motion was made by Sandy Wormet to accept the Ad Hoc Committee Report of November 10, 2017. Seconded by John Wenum. Passed unanimously. **MOTION CARRIED.**

6. **Program Reports**

- a. **Weatherization**
- b. **Homeless**
- c. **Hunger Reduction**

Although Chris Utley was unable to attend the meeting, he reported that we recently had State Quality Assurance Inspections with positive results; State staff had good things to say about the quality of our work in regards to our crew and subcontractors. We are also in the process State Quality Assurance Monitoring of files and procedures this week. A new crew truck was purchased and an older vehicle was transferred to WestCap Weatherization Program. Our electrician, Scott Reuter has been busy assisting Western Dairyland and Southwest CAP Weatherization Programs. The State is interested in this model and expanding to other programs and parts of the State. November and December are typically lower production months due to the holiday, but they are keeping an accelerated pace of production by cross training and allowing overtime. They expect to have all Division of Energy funds spent out by the end of the year. Total clients served were 305; 557 audits were done with a goal of 393; to date 254 freezers/refrigerators, 80 furnaces, and 159 water heaters were installed.

Although Wendy Schneider was unable to attend the meeting, she reported that from January through November 2017, a total of 731 individuals were served, total cost of services was \$200,677.26, and 321 rental assistance payments were made. A total of \$102,582.78 was spent on Project Chance Transitional Housing/Rapid Rehousing assisting 36 households. A total of \$24,818.90 was spent on rents and security deposits for Sauk County Rapid Rehousing. National Exchange Bank Grant funding expended in 2017 was \$17,921.25. The New Beginnings Women's/Families and Men's Shelters remain very busy. Muriel Harper reported that New Beginnings is still in need of a House Manager for the Women's/Families Shelter in Beaver Dam.

Although Lisa Williams was unable to attend the meeting, she reported that we currently have 548 Section 8 vouchers providing 1,121 individuals with rental assistance, five voucher holders that have ported in, and 52 Veterans VASH vouchers providing 52 veterans with rental assistance. In October 2017, the food pantries served a total of 4,206 households, 10,383 individuals, and received 339,332 pounds of USDA commodities.

Motion was made by Dave Repinski to accept the Weatherization, Homeless, and Hunger Reduction reports of December 8, 2017. Seconded by Stacy Ewert. Passed unanimously. MOTION CARRIED.

7. Unfinished Business

Motion was made by Bob McClyman to approve the motion which reads, "The Board of Directors of Central Wisconsin Community Action Council, Inc. approves the 2018 Projected Agency Budget as presented." Seconded by Dave Repinski. Passed unanimously. MOTION CARRIED.

After review and discussion, motion was made by Muriel Harper to approve the motion which reads, "The Board of Directors of Central Wisconsin Community Action Council, Inc. approves the Client Satisfaction Survey Results Report, dated December 1, 2016 to November 30, 2017, as presented. This report reflects compliance with National Organization Standard 1.3 providing an analysis of feedback from our clients regarding our services." Seconded by Bob McClyman. Passed unanimously. MOTION CARRIED.

The board went into Closed Session by unanimous roll call vote. Motion was made by Bob McClyman to resume in Open Session. Seconded by Dave Singer. Motion passed by unanimous show of hands. Motion was made by John Wenum to approve the motion which reads, "The Board of Directors of Central Wisconsin Community Action Council, Inc. approves the Ad Hoc Committee recommendation of approving the Executive Director's 2017 Performance Evaluation and, based on the accomplishment highlights and leadership characteristics demonstrated in

the evaluation, approves implementing a \$2,500 salary increase bringing Fred Hebert's annual salary from \$85,000 to \$87,500 effective January 1, 2018." Seconded by Dave Repinski. Passed unanimously with a resounding aye. MOTION CARRIED.

8. New Business

None

9. Next Meeting

Wednesday, February 28, 2018 @ 10:00 a.m. at the Wisconsin Dells office

10. Adjourn

John Earl declared the meeting adjourned.

Signed by:

  
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Fred Hebert, Executive Director

December 19, 2017  
\_\_\_\_\_  
Date